

BID OPENING: JANUARY 21, 2004.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL DAVE WARD. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 60-mile radius of zero milestone, Washington, D.C.

PRODUCT: All the requirements of these specifications apply equally to all jackets unless otherwise indicated.

Jacket	Title	Product	Quantity*
302-915	Lender's Guide to FSA Loan Program	20-page self covered publications, saddle-wire stitched. 4-color process printing required.	103,545
302-916	Producer's Guide to FSA Loan Program	20-page self covered publications, saddle-wire stitched. 4-color process printing required.	206,745

* PLUS 50 QARC's for each jacket.

TRIM SIZE: 5-1/2 x 8-1/2", bind on 8-1/2" dimension.

GOVERNMENT TO FURNISH: Color visuals to use as a general guide.

Distribution list.

One CD-ROM generated on a Macintosh with OS 9.2.2 using QuarkXPress 4.11 and Illustrator 7.0.

Prior to image processing, the contractor is responsible for checking files contained on the furnished disk to insure that such features as bleeds, register marks, and correct file output selection have been provided for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors with minimum 2540 dpi and minimum 150 line screens.

GPO Form 892 proof label.

One reproduction proof, Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS: Two set(s) of composite digital proofs of the entire publication in book form created using the same Raster Image Processor (RIP) that will be used to produce the product. At contractor's option, film-based Dylux, or similar proofs may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

PLUS One set(s) of digital color proofs (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) of the entire publication with a minimum resolution of 2400 dpi. Proofs will be used for color match on the press. At contractor's option, film-based one-piece laminated color proofs may be furnished.

These proofs must have all elements in proper position. The proofs must contain color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated consecutively across the sheet. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

Viewing Light: Full color transparencies will be viewed using a transparency illuminator with 5000° Kelvin luminaries; full color copy and submitted proofs will be viewed under controlled conditions with 5000° Kelvin overhead luminaries.

Submit proofs together with the furnished media (copy/transparencies/electronic files) to the U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401. Furnished proof label must be filled in by the contractor and used on all proof packages.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Litho (Gloss) Coated Book, basis weight: 70 lbs per 500 sheets, 25 x 38", equal to JCP Code A180. All paper used in each copy must be of a uniform shade.

PRINTING: Circle folios 1-20 print head to head in 4-color process. Image consists of type, illustrations and flat tints in builds of 4-color process.

Jacket 302-915: Circle folios 19 and 20 are blank. Circle folios 8 and 9 print to and must align across the bind.

Jacket 302-916: No blanks. Circle folios 2/3, 4/5, and 14/15 print to and must align across the bind,

Contractor to match the final OK'd press sheets.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint

patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Inadequate gripper, uncommon bleeds. Follow furnished electronic media.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: Pack jackets separately and identify. Shrink-film wrap suitably. Pack 100 copies per shipping container. Pallets are required.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Furnished electronic media.
- P-10. Proofs, Government furnished sample.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship the following f.o.b. destination. ZIP Codes with quantities in parentheses as follows:

Jacket 302-915: 36106 (1,900), 99645 (50), 85012 (350), 72201 (2,500), 95616 (1,000), 80215 (1,000), 06084 (50), 19904 (50), 32606 (1,600), *30601 (5,000), 96850 (25), 83709 (1,500), 62794 (1,250), 46278 (1,500), 50322 (10,000), *66503 (3,750), 40503 (4,250), 71302 (1,250), 04401 (50), *21046 (500), 01002 (50), 48823 (2,500), 55101 (2,900), 39211 (2,750), 65203 (2,500), 59771 (1,500), 68510 (1,500), 89502 (250), 03301 (50), 08508 (375), 87109

(1,000), 13202 (250), *27609 (4,000), 58103 (1,750), 43215 (2,750), 74074 (2,625), 97062 (800), *17110 (2,000), 00918 (25), 02886 (25), 29201 (1,600), 57350 (2,000), 37203 (3,000), 77840 (6,250), 84147 (800), 05446 (50), 23229 (3,000), 99201 (1,000), 26507 (1,000), 53717 (4,000), 82601 (625), 64131 (12,400), and 20250 (300).

Jacket 302-916: 36106 (3,800), 99645 (100), 85012 (700), 72201 (5,000), 95616 (2,000), 80215 (2,000), 06084 (100), 19904 (100), 32606 (3,200), *30601 (10,000), 96850 (50), 83709 (3,000), 62794 (2,500), 46278 (3,000), 50322 (20,000), *66503 (7,500), 40503 (8,500), 71302 (2,500), 04401 (100), *21046 (1,000), 01002 (100), 48823 (5,000), 55101 (5,800), *39211 (5,500), 65203 (10,000), 59771 (3,000), 68510 (3,000), 89502 (500), 03301 (100), 03301 (750), 87109 (2,000), 13202 (500), *27609 (8,000), 58103 (3,500), 43215 (5,500), 74074 (5,250), 97062 (1,500), *17110 (4,000), 00918 (50), 02886 (50), 29201 (3,200), 57350 (4,000), 37203 (6,000), 77840 (12,500), 84147 (1,500), 05446 (100), 23229 (6,000), 99201 (2,000), 26507 (2,000), 53717 (8,000), 82601 (1,250), 64131 (20,000), and 20250 (600).

* Inside Delivery Required.

Ship furnished material, and 5 sample copies of each jacket to USDA, OC/Printing, Attn: Cynthia McNeill (202-720-8189), 1400 Independence Avenue, SW, Room 501A, Washington, DC 20250.

Ship 15 copies for each jacket marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 330 copies for each jacket marked "Depository Copies, Item 0014-A" to the U. S. Government Printing Office, Depository Receiving Section, Jackson Alley, Room A-150, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on January 22, 2004.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 3 workdays from receipt in the GPO until they are made available for pickup by the contractor.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 1 workday prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship complete on or before February 27, 2004.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. Prices for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

	Price	Add'l 1,000
Jacket 302-915: Per specifications	\$ _____	\$ _____
Jacket 302-916: Per specifications	\$ _____	\$ _____
Total Price	\$ _____	

Authorized Representative

Fill out and return two copies of this page attached to GPO Form 910.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.